

Report for Week Ending 8 November 1956
from
PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Office of Security commenced this week. This project is approximately 5% completed.

Project 4-83

A revised Vital Materials Schedule was received from the Logistics Office.

Projects 4-96, 5-59, 5-68

No change from previous report.

25X1A9a General Information

25X1A9a

Mr. [REDACTED] Miss [REDACTED] and Miss [REDACTED] all members of D^U/P accompanied last weeks trip to the repository. 25X1A9a

25X1A9a Mr. [REDACTED] attended a meeting with Mr. [REDACTED], 25X1A9a
OSI, to discuss the proposed subject, indexing of unpublished OSI deposits.
It was agreed that a test would be made by indexing some of the present applied
25X1A9a Science Division deposits. 25X1A9a

At the request of the Area Records Officer, the Office of Training, Mr. [REDACTED]
[REDACTED], a file consisting of approximately fifteen thousand items was
reviewed for the purpose of recommending possible improvements in equipment
and procedures. No change in equipment was necessary, but a complete set of
alphabetical guides was recommended and a test will be made to determine if
odd size cards can be cut down to standard widths, without removal from file.

25X1A9a As a result of a recent call from GSA, regarding failure of this Agency to
include a utilization certificate on a purchase order for filing cabinets, 25X1A9a
a discussion was held with Mr. [REDACTED], Chief of General Purchase
Branch. Mr. [REDACTED] recognized the continued need for this certification,
but stated he had difficulty in setting up a flagging system. In this
instance he prepared a letter to GSA referencing the purchase order in
question and forwarded through this office for Records Management certification.

Coordination of the Records Management Regulation was completed following an
interview with the General Counsel, Mr. Houston, to satisfy a question con-
cerning the legality of applying this regulation to the records of predecessor
organizations, which was raised by the Office of the Comptroller.

A sample tray and cards for a new filing system with the trade name, Magnadex,
was obtained and demonstrated to representatives of the Cabel Secretariat and
RI/FTI. These Offices had expressed an interest in the system as a possible
improvement over the present files used in maintaining the pseudo file.